

Washoe County Senior Center Room Reservations

Date of Application: _____

Name of Group: _____ Contact Name: _____

Contact Phone: _____ Contact Address: _____

Type of Activity: _____ Non-Profit?: Senior Oriented?:

How many expected attendees: _____

Room reservation request for (check one)

- Reno multi-purpose room Reno Game Room Reno Conference Room Reno Kitchen
 Sparks multi-purpose room Sparks Game Room Sparks Art Room Sparks Kitchen

Reservation details

Date: _____ Start time: _____ End time: _____

⇒ Please include set-up and clean-up time for start and end time.

One-time use or Recurring: Weekly, Monthly, Other _____ (Please List)

Please note recurring reservations are for a maximum of 6 months

Other important information/special equipment needed:

Insurance Requirement: \$1,000,000. Please provide a copy of your *liability insurance* with "Washoe County Community Development" listed as the additional insured at least one week prior to the event.

# of Participants	Refundable/Cleaning Deposit	Time Period Details	
0 -300	\$500	Set-up Time:	
Senior Rate	\$100	Event Start:	
		Event End/Clean-up:	
		Leaving Building:	

Room Rates	4-hour minimum	Cost	___ Hours Hourly Rate	Total Cost
Multi-Purpose/Dining Room	\$400	\$100/hr		
Senior Rate (for Senior Related Activity)	4 Hours at Contracted Security Rate	Contracted Security Rate		

Reservation rates are based on the cost for security (4-hour minimum) and facility charges (i.e. heating, cooling, electricity)

Additional Guard Requirements-

- 100-200 people: 2 guards at current contracted rate
- 200-300 people: 3 guards at current contracted rate

Additional Information:

- * Reservations can be made one year in advance from the current date
- * Reservations must be made at least 30 days in advance
- * All fees are due at the time the reservation is made
- * Alcohol is not permitted
- * Hours must include your set up and clean up
- * No open flames permitted (floating candles, candles, tiki torches or other open flame articles)
- * No tape, tacks, or nails can be used for decorations
- * No piñatas, glitter, confetti, rice, or birdseed permitted
- * All Washoe County buildings are non-smoking facilities

Deposit Amount: _____

Fee Received Date: _____

Rental Amount: _____

Insurance Received Date: _____

Total Amount Due: _____

Applicant Signature: _____

Date: _____

Agency Rep Signature: _____

Date: _____